# SV8100 MH240 WiFi handset user guide

## To use Conference Call (3-way call)

- During an active call, press the CONF Key to hold the line
- When you hear the Second Dial Tone enter the phone number that you want to join the call
- When the called party answers the call, press the CONF key

## To adjust call volume

You can adjust the volume in standby mode or during a call

**During a call:**

- Press Up of Down Arrow Keys to the appropriate volume

**In standby mode:**

- Press the MENU key while in Standby mode. Press the Arrow Keys to select 5.Setting, press OK
- Press Arrow Keys to select 1. User Setting, press OK
- Press Arrow Keys to select 2. Talk, press OK
- Press Arrow Keys to select 3. Call Volume, press OK
- Press Up of Down Arrow Keys to select an appropriate volume, press OK

## To use Courtesy Mode

When you phone is in Courtesy Mode there will be a heart icon on the display and the phone will vibrate rather than ring.

- Press and hold **#** key for 1 second or more to enter the Courtesy Mode
- Press and hold **#** key for 1 second or more to exit the Courtesy Mode

## To use the Key Lock

- Press the TRF key for 2 seconds or more to enter the Key Lock Mode
- Press the TRF key for 2 seconds or more to exit the Key Lock Mode

## To us Mute Mode

- During a call press OK and you voice will not be heard by the called party
- Press OK again to exit the Mute Mode

## To redial last number

- Press the left Arrow Key while in standby mode, your phone displays Call History of Outgoing calls
- Press the Arrow Keys to select the number you wish to redial
- Press the Off Hook Key (Key displaying a Green Handset) to redial

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## Making Calls

- Press **9** on the phone's keypad to grab an outside line and dial the required number

## Answering Calls

- Press the Off Hook Key (Key displaying a Green Handset)
- To finish the call Press the On Hook Key (Key displaying a Red Handset)

## To place a call on Hold

- Press the Hold Key
- Press the Hold Key again to retrieve the call

## Transferring Calls

- For unannounced transfers, during the call press the TRF Key, when you hear another dial tone enter the phone number to transfer the call, before the call is answered press the TRF again.
- For announced transfers, follow the above process and when the second party answers announce the call and then press the **TRF**

## To view call History

- Press the MENU key while in standby mode,
- Press the Arrow Keys to select 1. Call History then Press OK
- Use the Arrow Keys to select a history that you would like to view and press OK
- Missed calls are highlighted with a Handset & Arrow Icon

## To make a call from the Directory

- Press the MENU key while phone is in standby mode, press the Arrow Keys to select 2.Directory and then OK
- Press the Arrow Keys to select 1.Search and press OK. Your phone displays the Search menu
- Press the Arrow Keys to select the required Search options and press OK
- Continue to use the Arrow Keys and OK button until the required contact is found, the Press the Off Hook Key (Key displaying a Green Handset) to make the call
- To finish the call Press the On Hook Key (Key displaying a Red Handset)

## To add/edit a contact to the Directory

- Press the MENU key while in standby mode, Press the Arrow Keys to select 2. Directory and Press OK
- Press the Arrow Keys to select 1. New or 2. Edit and Press OK. Enter or Edit contact details, using the keypad as you would a mobile phone. And press the Save Softkey to end